B 2162
B78
1904

RULES

OF THE

SCHOOL COMMITTEE

AND

REGULATIONS

FOR THE

PUBLIC SCHOOLS

OF THE

TOWN OF BROOKLINE, MASSACHUSETTS.

1904.

BROOKLINE, MASS.:
THE RIVERDALE PRESS: C. A. W. SPENCER.
1904.

RULES

OF THE

rookline, Mass.

SCHOOL COMMITTEE

AND

REGULATIONS

FOR THE

PUBLIC SCHOOLS

OF THE

TOWN OF BROOKLINE, MASSACHUSETTS.

1904.

BROOKLINE, MASS.:
THE RIVERDALE PRESS: C. A. W. SPENCER.
1904.

LB2802
B78
1904

By transfer
JUL 11 1910

INDEX.

RULES.

		Page
Absence of Teachers	Sect. 4	7
Amendments	Sect. 2	7
	Sect. 10	6
Approval of Bills	Sect. 5	3
Chairman of Board. *See* Duties of Officers.		
COMMITTEES —		
Appointment of	Sect. 3	1
Chairman of	Sect. 1	1
Notices to	Sect. 3	2
On Buildings	Sect. 4	2
On Finance	Sect. 5	3
On Hygiene	Sect. 6	3
On Teachers	Sect. 7	3
On Text-books, etc.	Sect. 8	4
Records of	Sect. 10	4
Debate	Sect. 11	6
	Sect. 6	5
	Sect. 9	6
DUTIES OF OFFICERS —		
Chairman	Sect. 1	1
Secretary	Sect. 2–3	1–2
Visitors	Sect. 11	4
EXPENDITURES —		
Ordinary	Sect. 5	3
Special	Sect. 5	3
JANITORS —		
Appointment of	Sect. 4	2
Compensation of	Sect. 5	7
MEETINGS —		
Adjourned	Sect. 4	5
Annual	Sect. 1	1
Conduct of	Sect. 2–11	5–6
Notices of	Sect. 3	2
Quorum	Sect. 1	4
Regular	Sect. 1	4
Special	Sect. 3	5
Time of	Sect. 1	4
Motions	Sect. 9–10	6

Page

ORGANIZATION —
Manner of . . . . . Sect. 2–3 1
Time of . . . . . Sect. 1 1
Reconsideration . . . . . Sect. 8 6
RECORDS —
Of Committees . . . . . Sect. 10 4
Of Secretary . . . . . Sect. 2 1–2
Repeal of Rules or Regulations . . . Sect. 2 7
REPORTS —
Of Committee on Buildings . . . Sect. 4 2
Of Committee on Finance . . . . Sect. 5 3
Of Committee on Hygiene . . . Sect. 6 3
Of Committee on Teachers . . . Sect. 7 3
Of Committee on Text-Books, etc. Sect. 8 4
SALARIES —
Of Janitors and Engineers . . . { Sect. 4 2
Sect. 5 7
Of Teachers . . . . . { Sect. 5 3
Sect. 5 5
Secretary. *See* Duties of Officers.
SUPERINTENDENT —
To be Medium of Communications, Sect. 9 4
To be Notified of Meetings . . . Sect. 3 2
Suspension of Rules . . . . . Sect. 2 7
TEACHERS —
Appointment of . . . . . { Sect. 5 5
Sect. 7 3
Classification of . . . . . Sect. 1 6
Salaries of . . . . . Sect. 3 6–7
Text Books . . . . . Sect. 8 4
Truant Officers . . . . . Sect. 5 5
Visitors . . . . . { Sect. 3 1
Sect. 11 4
Yeas and Nays . . . . . Sect. 7 6

REGULATIONS.

		Page
Annual Report	Sect. 8	12
Appeals	Chap. VIII	24
Books and Stationery	Sect. 1	17
CERTIFICATES —		
Labor	Sect. 9	13
Vaccination	Sect. 1	19
Contagious Diseases	Sect. 1	19
Corporal Punishment	Sect. 2	10
	Sect. 10	16
Damage to School Property	Sect. 7	15
	Sect. 8	21
Detention after School Session	Sect. 3	9
Devotional Exercises	Sect. 6	10
Diplomas	Sect. 3	20
Discipline	Sect. 10	16
EXCUSES —		
For Absence, etc.	Sect. 5	18
From Study	Sect. 6–7	20–21
Fire Drill	Sect. 10	13
Holidays	Sect. 2	9
JANITORS —		
Control of	Sect. 1	21
	Sect. 1	14
Duties of	Chap. VI.	21–24
KINDERGARTENS —		
Admission to	Sect. 1	19
Sessions	Sect. 3	9
PRINCIPALS —		
Duties of	Sect. 1–7	13–15
May Require Attendance of Pupils in Afternoons	Sect. 3	9
Reports of Suspensions	Sect. 7	15
PUPILS —		
Admission of	Sect. 1	19
Excuses from Study	Sect. 6	20
Non-resident	Sect. 4	20
Not to be Deprived of Recess	Sect. 4	10
Promotion of	Sect. 2	19
Suspension of	Sect. 6	15
Recesses	Sect. 4	10

		Page
Registers	Sect. 4	14
	Sect. 13	17
Reports	Sect. 5–7	15
	Sect. 10	16
Requisitions	Sect. 3	14
School Rooms	Sect. 5	10
	Sect. 3	18
	Sect. 11	16
School Year	Sect. 1	9
Sessions	Sect. 3	9
Storm Signal	Sect. 2	9
	Sect. 6	12
Subscriptions, etc.	Sect. 2	17
SUPERINTENDENT —		
Attendance at Meetings of Board,	Sect. 8	12
Duties of	Sect. 2–11	10–13
Election of	Sect. 1	10
Medium of Communication	Sect. 11	13
Secretary of Committees	Sect. 11	13
TEACHERS —		
Duties of	Sect. 8–14	15–17
Meetings	Sect. 4	11
Notice of Absence	Sect. 8	18
Notice of Resignation	Sect. 10	18
Not to be Interrupted	Sect. 4	18
Record of Detentions	Sect. 3	9
Record of Temperature	Sect. 11	16
Reports of Corporal Punishment,	Sect. 10	16
To familiarize themselves with Rules and Regulations	Sect. 14	17
Temperature	Sect. 11	16
	Sect. 3	22
Text-books	Sect. 3	10
	Sect. 3	14
	Sect. 1	17
Truancy	Sect. 5	11
	Sect. 2	14
Truant Officers	Chap. VII.	24
Tuition	Sect. 4	20
Use of School Premises	Sect. 3	18
Vacations	Sect. 2	9
Vaccination	Sect. 1	19
Visiting Days	Sect. 9	18

RULES

OF THE

SCHOOL COMMITTEE.

CHAPTER I.

Organization.

Section 1. The School Committee of Brookline shall organize annually on the second Monday of April.

Sect. 2. The organization shall be as follows: 1. A Chairman and Secretary shall be elected by ballots of a majority of members present. 2. The following Standing Committees, of three members each, shall be appointed by the Chairman, subject to the approval of the Board: On Buildings; on Finance; on Hygiene; on Teachers; and on Text-books and Courses of Study. The first-named member of each committee shall be its chairman.

Sect. 3. Subject to the approval of the Board, the Chairman shall appoint one or more visitors to each of the schools, including the Evening Schools.

CHAPTER II.

Duties of Officers and Committees.

Chairman.

Section 1. The Chairman shall preside at all meetings of the Board. In the absence of the Chairman, a chairman *pro tem.* shall be elected.

Secretary.

Sect. 2. The Secretary shall keep a permanent record of all the proceedings of the Board; he shall keep on file

in the office of the Board all reports, communications, papers and documents, relating to the business of the Board, or belonging to it.

SECT. 3. He shall give to every member of the Board, and to the Superintendent, at least forty-eight hours' notice of each meeting; shall promptly notify all committees of the reference of any matter to them, and furnish them with all papers included in such reference or properly connected with it. He shall notify teachers of their appointment and shall act as the corresponding agent of the Board, preserving copies of correspondence.

Standing Committees.

SECT. 4. The Committee on Buildings shall have charge of all school buildings, and in coöperation with the Committee on Hygiene shall give special attention to heating, ventilation and sanitation. It shall consider and report in writing upon all propositions for the location or erection of new school buildings; and upon all propositions for the alteration, enlargement, or extensive repairs of buildings already in existence, before the same shall be acted upon by the Board. It shall have charge of all construction, alteration, repair, and furnishing of school buildings, for which other provision is not made by the Board, and shall audit and approve bills for work done under its direction. It shall recommend for appointment by the Board, janitors and engineers for the various school buildings and the salaries to be paid them. It shall cause the plumbing in all the schoolhouses in the town to be tested and the traps therein cleaned at the beginning of each school year. It shall report in writing at the February meeting in each year upon the condition of all the buildings in its charge and make recommendations as to the alterations and repairs which it deems desirable.

Sect. 5. The Committee on Finance shall audit and approve all bills for expenditures authorized by the Board. It shall consider and report upon every proposition involving any extraordinary expenditure of money before it is finally acted upon by the Board. It shall have charge and direction of the purchase of all books, stationery, fuel and other ordinary supplies. It shall consider and report upon all propositions to change salaries from the established rates, or to pay for any service or make any expenditure not previously provided for by the Board. It shall prepare and submit to the Board at the regular meeting in February an estimate of the appropiations required for the expenses of the school department for the ensuing year. All propositions for expenditures, not otherwise provided for in these rules, shall be referred to the Committee on Finance for report and recommendation.

Sect. 6. The Committee on Hygiene shall have general supervision of the subjects of hygiene and physical training in all the schools. It shall twice yearly inspect the sanitary arrangements in them to see if they are properly used by the pupils and are adequate for their needs. It shall act as an advisory committee to the school athletic associations and cause such physical examinations of the competitors in school athletic events to be made as it may deem necessary. To this committee shall be referred all requests that pupils be excused from any of the regular exercises of the school, as provided by Sec. 6 of Chap. 5 of the Regulations. In December and May of each year it shall report in writing upon the hygienic conditions of the schools, and if unsatisfactory make recommendations for their improvement.

Sect. 7. The Committee on Teachers shall present to the Board the names of such persons as it recommends

for appointment and re-appointment in the public schools, indicating in each case the salary which it recommends. No teacher shall be appointed to any permanent position who has not been recommended by this committee, except by a two-thirds vote of the entire Board.

SECT. 8. The Committee on Text-books and Courses of Study shall consider and report upon all propositions for the adoption or change of any text-book or for any change in the courses of study, and no text-book shall be adopted for use in the schools until after reference thereof to said committee. Books recommended by the Superintendent for use as supplementary material may be authorized by the Board at any regular meeting.

SECT. 9. No committee shall take action except at a meeting thereof, of which twenty-four hours' notice shall have been given to each member and to the Superintendent. All votes, instructions, decisions and doings of committees shall be transmitted to teachers, parents and other persons concerned, through the Superintendent, when practicable, and shall be subject to inquiry and revision by the Board.

SECT. 10. Each Standing Committee shall keep a record of its meetings, and shall render a report whenever requested by the Board.

SECT. 11. The Visitors to the several schools shall from time to time make such suggestions and recommendations to the Board, its committees, or the Superintendent, as shall seem to them advisable.

CHAPTER III.

MEETINGS.

SECTION 1. The Board shall meet on the second Monday of each month, except July and August. All meetings

shall be held at 8 o'clock P. M., at the rooms of the School Committee, unless otherwise ordered by the Board. Five members shall constitute a quorum.

SECT. 2. At each regular meeting, after organization, the order of procedure shall be as follows :—

1. Reading the record of the last meeting.
2. Unfinished business.
3. Communications from the Superintendent.
4. Reports of Standing Committees.
5. Reports of Special Committees.
6. New business not involved in communications from the Superintendent.

SECT. 3. When deemed necessary by the chairman, a special meeting may be called; and, at the request in writing of any two members, such meeting shall be called, at least forty-eight hours' notice being given to each member, such notice to state the subjects to be considered.

SECT. 4. At special meetings, only the business for which the meeting was called shall be in order. At adjourned meetings, after the reading of the record, the Board may at once take up the subject under consideration at the time of adjournment, if it so elect.

SECT. 5. At the regular meeting in May, the Board shall appoint teachers for all the schools, and one or more truant officers, for the ensuing school year, and fix their compensation. All appointments shall be made subject to the right of dismissal by the Board.

SECT. 6. Whenever any matter is presented which should be considered by a Standing Committee, the Chairman shall refer said matter without debate to the appropriate committee for report upon the same, before the subject shall be taken up for consideration by the Board.

SECT. 7. At the request of one member the vote upon any question shall be by yeas and nays, and shall be entered upon the record.

SECT. 8. No action of the Board shall be reconsidered or rescinded at a subsequent meeting in the same municipal year, except by a vote of a majority of all the members of the Board.

SECT. 9. Motions to adjourn, to lay on the table, and for the previous question, shall be decided without debate.

SECT. 10. At the request of one member any motion or amendment offered shall be put in writing before it is voted on, except those mentioned in Section 9.

SECT. 11. The conduct of meetings and of the business of the Board shall be in accordance with the laws of the State and the rules of parliamentary practice, as laid down in Cushing's Manual.

CHAPTER IV.

SECTION. 1. The principal teacher in the High School shall be called Head Master. The other male teachers in the school shall be called Masters. The female teachers in the High School shall be called Assistants.

SECT. 2. In the Grammar and Primary Schools the teacher in charge shall be called Principal; other teachers in the school shall be classified as Assistants, Kindergartners and Assistant Kindergartners.

SECT. 3. The salaries of teachers shall be fixed at the time of their appointment; and, unless otherwise ordered, the maximum shall be as follows: —

HIGH SCHOOL.

Head Master - - - - - - -	$3,500.00
Masters - - - - - - -	2,500.00
Assistants - - - - - - -	1,200.00

Grammar and Primary Schools.

Principal of Grammar School having an enrolment of 450 or more pupils - - -	$2,000.00	
Principal of Grammar School having an enrolment of less that 450 pupils - - -	1,800.00	
Principal of Primary Building - - -	~~800.00~~	875
Assistants in grades VIII. and IX. - -	~~800.00~~	900
Assistants in grades I. to VII. - - -	~~725.00~~	800
Kindergartners - - - - - - -	~~650.00~~	700
Assistant Kindergartners - - - - -	~~500.00~~	600

Sect. 4. Teachers absent for causes other than illness shall forfeit their pay for the time absent, unless the Board shall otherwise determine. Teachers absent on account of illness shall receive half pay for absence not exceeding two months in any one year. In case of death in the immediate family, no reduction of salary will be made for absence not exceeding four days.

Sect. 5. The salaries of Janitors and Engineers shall be fixed by the Board at the time of their appointment.

CHAPTER V.

Section 1. Any of the rules or regulations may be suspended at any meeting by a vote of the majority of all the members of the Board, but no action of the Board, taken without objection, shall thereafter be deemed invalid because the rule was not formally suspended.

Sect. 2. The rules or regulations may be amended or repealed at any meeting, by a vote of a majority of the whole Board, provided notice shall have been given of such proposed action at a previous meeting and a written copy

of the proposed alteration shall have been given by the Secretary in the call for the meeting at which action is to be taken.

SECT. 3. These rules shall go into effect September 1, 1904.

REGULATIONS FOR THE PUBLIC SCHOOLS.

CHAPTER I.

The School Year, Sessions, Etc.

Section 1. The school year shall begin on the second Monday of September and shall consist of forty weeks, not including Christmas week and the week beginning on the first Monday of April.

Sect. 2. There shall be a suspension of school every Saturday, every legal holiday, on Good Friday, the 17th of June, and the day following Thanksgiving. In any emergency, if it is impracticable to call a special meeting of the Board, the Chairman may close any or all of the schools for a day. In case of very stormy weather the Superintendent may suspend schools for the day.

Sect. 3. All schools, except the Kindergartens, shall begin at 8.30 a. m. The Kindergartens shall begin at 9 a. m. and close at 12 m. The first and second grades shall close at 12.30 p. m., the third grades at 1 p. m., and all other schools at 1.30 p. m., *provided* that nothing in this section shall prevent a teacher from judicious exercise of the right to detain a pupil for purposes of instruction or discipline for a reasonable time after the regular hour of dismissing school; and that the Head Master of the High School and the Principals of the Grammar Schools may require the attendance of individual pupils in the afternoon of school days whenever in their judgment it may seem necessary.

Each teacher shall keep a record of all cases of detention of more than fifteen minutes, with the reason and length of time for which pupils are detained, to be open at all times to the inspection of the Superintendent and the School Committee.

SECT. 4. The recesses for all schools shall consist of thirty minutes, which may be divided at the option of the Principal into two recesses of fifteen minutes each. No pupil shall be deprived of recess by reason of misconduct or failure in lessons.

SECT. 5. All school-rooms shall be open, and the teachers shall be present, at least fifteen minutes before the beginning of each session, and no pupil shall be admitted earlier unless the teacher is present.

SECT. 6. The morning exercises in all schools shall begin with singing and the reading of a portion of the Bible, without written note or oral comment.

CHAPTER II.

SUPERINTENDENT AND HIS DUTIES.

SECTION 1. The Superintendent of the Public Schools shall be elected annually in the month of June, or whenever a vacancy occurs, and shall hold his office during the pleasure of the Board.

SECT. 2. The Superintendent shall be the executive officer of the School Board, and under its direction shall have the supervision of all the schools in respect to instruction and discipline. He shall see that the rules and regulations of the Board are enforced and that any action taken by the Board is carried into effect. He shall devote himself to the study of the Public School System, and shall keep informed concerning the progress of education elsewhere. He shall report at each monthly meeting of the Board a summary of all cases of corporal punishment since the previous meeting, with such remarks as he may deem necessary or proper in explanation.

SECT. 3. He shall recommend the courses of study to be pursued, the text-books, reference books and apparatus

to be used and the salaries to be paid to teachers. He shall sign all requisitions for such books, apparatus and supplies, and examine and certify to the correctness of all bills for the same. He shall give timely notice to the Board of the need of additional school accommodations.

Sect. 4. He shall make such visits to the schools as shall enable him to obtain a personal knowledge of their condition, and to suggest improvements and remedy defects in their management. He shall advise the teachers on the best methods of instruction and discipline, see that the prescribed text-books are used, the proper course of study is pursued, and all the regulations of the school are properly enforced. He may, at his discretion, hold meetings of teachers for discussion of the details and methods of school work. Teachers shall attend all such meetings, and no excuse for absence will be allowed, other than would justify absence from a regular school session. It shall be his duty to recommend to the Committee on Teachers suitable candidates for the various vacancies as they occur. He shall secure substitutes to fill temporary vacancies, subject to the approval of the Committee on Teachers.

Sect. 5. He shall direct the examination of all pupils new to the schools, arrange the classification and promotion of all pupils and also the transfer of pupils from one school to another of the same grade. He shall make investigation as to the number and condition of the children of the town who are not attending the public schools, and shall endeavor to ascertain the reasons and to suggest and apply the remedies, and report upon the same from time to time to the Board. He shall take cognizance of all cases of truancy, and under the direction of the Board shall see that the laws affecting such cases are executed.

SECT. 6. He shall render such aid and communicate such information to the various committees as may be required of him. He shall see that the forms of all registers, record books, blanks, and cards used in the schools are of uniform pattern; that all returns are made, and receive and record the same, and shall prepare the Annual Returns required by law, and transmit them to the Secretary of the Board of Education. It shall be his duty under the direction of the Finance Committee, to supply such books, stationery, maps and apparatus as may be necessary, at the expense of the town; and under the direction of the Committee on Buildings and the Committee on Hygiene, to exercise suitable care of the school-houses, yards and appurtenances, the method of heating and ventilating and all the arrangements affecting the health and comfort of the teachers and pupils; to see that the janitors are efficient, prudent and careful of the public interests in their hands. He is authorized to sound the signal for "No School" on stormy days, when in his judgment expedient.

SECT. 7. At the meeting of the Board in February and October, he shall make returns of the number of pupils belonging to each class in the public schools, including the names of those pupils whose parents do not reside in the town.

SECT. 8. The Superintendent shall attend all meetings of the Board, except when his election is in order or under discussion, and when called upon through the Chairman, shall express his opinion on any topic under discussion and communicate such information as he may possess. He shall prepare and present in February to the Board for publication, an annual report of the condition of the schools for the year preceding, together with such suggestions and statistics as he may deem worthy of consideration.

Sect. 9. He shall issue certificates of the age and school attendance of pupils under sixteen years of age who desire employment in manufacturing, mechanical or mercantile establishments, and shall coöperate with the Board in securing the observance of the law concerning the employment of children in such places.

Sect. 10. It shall be the duty of the Superintendent to see that each principal gives such instructions to his assistants as will prepare them to act prudently and promptly in case of fire in the school building, and so train the pupils that, at a given signal, they will leave the schoolhouse in order and speedily. The fire alarm signal shall be given at least once each month from September to April.

Sect. 11. All votes and directions of the Board or committees affecting pupils, parents or teachers shall be communicated through the Superintendent. He shall, when requested, act as secretary of the Standing or Special Committees.

CHAPTER III.

Principals and Teachers.

Section 1. The Head Master of the High School and the Principals of other schools shall have general supervision of the grounds, buildings, and appurtenances of their schools, and shall be held responsible for the neatness and cleanliness of the premises, and whenever any repairs are needed shall give notice thereof in writing to the Superintendent. They shall see to the enforcement of the rules and regulations of the Board, and shall obey the directions of the Superintendent. They shall have general charge of the discipline of pupils in their buildings. They shall have supervision of the pupils during recesses and at other times of relaxation. At such times they may call upon

teachers for assistance, and require them to perform any duties that may be necessary in order to secure the proper deportment of pupils. They shall render such assistance in the supervision of methods of instruction and discipline as the Superintendent shall direct and require. They shall give advice and directions to teachers in any emergency, and shall be subject to the rules governing other teachers. They shall not allow any doors, used by pupils in entering or leaving their buildings, to be locked or bolted during school sessions. They shall, under the direction of the Superintendent, have the control of the janitors and engineers, shall see that the rules for their government are enforced, and shall report to the Superintendent any neglect of duty or improper conduct on their part.

Sect. 2. In cases of truancy in their respective buildings, they shall, under the direction of the Superintendent, cause the truant officer to investigate and report thereon without unnecessary delay.

Sect. 3. They shall make requisition in writing upon the Superintendent, at such times as he may designate, for all the text-books and supplies necessary for the schools in their buildings, and shall require the books belonging to the different rooms to be properly labelled and cared for by the teachers thereof. They shall, in such manner as the Superintendent may direct, keep an account of the books and supplies ordered by and delivered to each teacher, and shall exercise a watchful care over all school property, and, at the close of each school year, report to the Superintendent a list of all the text-books on hand in their buildings and their condition.

Sect. 4. They shall examine the school registers at least once a month, and give such directions as shall cause them to be kept in a proper manner.

SECT. 5. They shall send to the Superintendent, whenever required by him, a detailed report in writing of the condition of the schools in their charge, together with such suggestions and recommendations as they may deem proper.

SECT. 6. They shall have authority and it shall be their duty to suspend, subject to an appeal by the parent or guardian to the Superintendent, any pupil from school for any of the following reasons :

1. Truancy persisted in.
2. Violent opposition to authority.
3. Repetition of any offence after notice.
4. Habitual ahd determined neglect of duty.
5. Use of profane or obscene language.
6. General bad conduct and bad example, tending to the injury of the school.
7. Cutting, marring, destroying, defacing or injuring any of the public property, such as buildings, furniture, fences, trees and shrubbery.

Provided always, that they shall immediately, in writing, inform the parent or guardian and the Superintendent of such suspension and the reason thereof.

SECT. 7. They shall return to the Superintendent, upon blanks provided for the purpose, a monthly report of the attendance, and other required statistics of the schools under their charge, using for the purpose the monthly reports of the teachers.

SECT. 8. All teachers shall, according to the laws of this Commonwealth, "exert their best endeavors to impress on the minds of children and youth committed to their care and instruction, the principles of piety and justice, and a sacred regard for truth ; love of country, humanity,

and universal benevolence; sobriety, industry, and frugality; chastity, moderation and temperance; and those other virtues which are the ornament of human society, and the basis on which a republican constitution is founded."

SECT. 9. All teachers shall respect the rules, regulations, and requirements of the Board transmitted through the Superintendent, and shall coöperate cordially with him and with each other in the conduct of the schools and the maintenance of good order therein. They shall consider the suggestions and directions of the Superintendent as given by authority of the School Board.

SECT. 10. The discipline to be maintained in the schools shall be such as is exercised by a kind, judicious and faithful parent. All teachers shall avoid corporal punishment, except in extreme cases, and in no case resort to confinement, or to any cruel, unusual, or humiliating treatment. Corporal punishment shall be inflicted only after the nature of the offence has been fully explained to the pupil; shall not be inflicted in the sight of other pupils; shall be restricted to blows on the hand with a rattan; and shall not be inflicted until the close of the session. A record of all cases in which corporal punishment has been inflicted shall be kept in the school register, and a written report made to the Superintendent within 24 hours, stating the name of the pupil, the amount of the punishment, and the reason for its infliction.

SECT. 11. Teachers shall give vigilant attention to the ventilation, temperature, and light of their respective schoolrooms. From the first day of November till the first day in June, they shall make a daily record of the temperature of their respective school-rooms, twice in each day, viz.; at the commencement of the session, and at the time of the first recess.

SECT. 12. Teachers shall have authority, and it shall be their duty, to make and enforce by reasonable means, any rules and regulations necessary and proper for the internal regulation of their respective schools, subject to the approval of the Superintendent. They shall also exercise proper care and authority in inducing habits of cleanliness in their pupils, and in preventing the use of profane and improper language.

SECT. 13. Every teacher shall keep a register of the enrollment, attendance, and other required statistics of the class or classes in his or her charge upon blanks to be provided for that purpose, which shall be returned each month to the Principal.

SECT. 14. Teachers shall keep a copy of the rules and regulations in their respective school rooms, and shall thoroughly familiarize themselves with its contents.

CHAPTER IV.

MISCELLANEOUS.

SECTION 1. The books and stationery used, and the studies pursued, shall be such, and such only, as the Board authorizes. No teacher shall require any pupil to purchase, for use in the schools, any book, pamphlet, publication or article of stationery.

SECT. 2. No subscriptions or contributions shall be allowed in the schools; no teacher shall receive presents from the pupils under his or her charge; no person shall give any notice by reading or otherwise, to the pupils of any school, or post upon the walls of any school building or fences about the same, any advertisement; nor shall any agent or other person be permitted to enter any school for

the purpose of exhibiting, either to teachers or pupils, any book or article of merchandise, or for any purpose of trade or business.

SECT. 3. School buildings and school rooms shall not be used for other than school purposes except by vote of the School Committee.

SECT. 4. Teachers must not be interrupted by any one during the school session with any prolonged interview, even on matters relating to the school; nor shall they allow any suspension of their regular duties in consequence of the visits of personal friends.

SECT. 5. Teachers may require excuses from parents or guardians, in person or by written note, in all cases of absence, tardiness, and dismissals.

SECT. 6. Teachers shall not dismiss school before the regular hour without permission from the Superintendent, except in cases of emergency, when they shall make immediate report to the Superintendent.

SECT. 7. Teachers shall, so far as practicable, exercise a general oversight of their pupils while going to and from school.

SECT. 8. In case of the absence or disability of a teacher, he or she shall give prompt notice to the Principal and to the Superintendent in order that a substitute may be provided.

SECT. 9. The Superintendent may, at his discretion, grant permission to a teacher to be absent one day in each half year to visit schools, for improvement in professional work.

SECT. 10. Any teacher intending to resign shall give the Superintendent four weeks' notice of such intention; or,

failing to do so, shall forfeit all salary for the last month of service, unless the Board shall otherwise order.

CHAPTER V.

Pupils.

Section 1. Pupils may be admitted to the Kindergartens at the age of three and one half years, and to the Primary Schools at the age of five years, if qualified. No child shall be admitted as pupil in any school until a physician's certificate has been furnished the Principal that the child has been vaccinated, or is not a fit subject for vaccination.

Any pupil who has been exposed to small-pox, diphtheria, membranous croup, scarlet fever, c holera, measles or whooping cough, shall be excluded from school, for the time being, and shall not be re-admitted without a written permit from the attending physician, the Board of Health, or the Agent of said Board.

No child with chicken pox, German measles, or mumps shall be allowed to attend school. Upon recovery and the entire absence of all signs of any of these diseases, such pupil may be re-admitted without certificate.

Sect. 2. The Superintendent is authorized to advance pupils in any of the schools at such times as he may deem expedient, and when their proficiency will warrant it, and will make reports from time to time of extra promotions of pupils. The regular promotions of all pupils shall be made at the close of the school year, and only those who have attained a satisfactory proficiency shall be eligible for promotion ; provided however, that pupils who for two successive years have been in the same class, and have been constant in attendance, and who produce a cirtificate from their teacher that they have worked faithfully during that

time, may be promoted, if deemed expedient by the Superintendent. Pupils not regularly promoted from schools of lower grade may be admitted to the Grammar and High Schools upon examination by the respective Principals of those schools, with the approval of the Superintendent. High School pupils, under the direction of their parents or guardians, must elect to take one of the prescribed courses on their entrance into the school. If it should be found desirable or expedient, a change may be made from one course to another, on the application of the parent of a pupil, with the approval of the Head Master.

Sect. 3. Those pupils who complete the prescribed course of study in the High or Grammar schools, in a manner satisfactory to the Master and Superintendent, shall receive diplomas or certificates signed by the Chairman of the Board, the Superintendent and the Principal.

The High School diplomas shall specify the course of study pursued.

Sect. 4. Children from outside the town limits, if qualified, may, by permission of the Superintendent, attend the schools of Brookline by paying tuition in advance, for periods of not less than twenty weeks at a time, at such rates as may be determined by the Board.

Sect. 5. Every pupil must come to school cleanly in person and dress, and with clothes properly repaired; in case of neglect in this respect, it shall be the duty of the teacher to send such pupil home to be suitably prepared for school.

Sect. 6. No pupil shall be regularly excused from any prescribed study or exercise, unless a certificate of a physician be presented advising such omission, subject also to approval by the Board; the form of the certificate,

which shall not be valid for a period exceeding six months, to be as follows : —

I hereby certify that, having personally examined the case of A. B., applicant for excuse from certain studies on the ground of physical disability, it is my opinion that his (or her) state of health demands that he (or she) be excused from said studies.

SECT. 7. Tardiness, unless satisfactorily explained, shall be subject to a proper penalty. No pupil shall be absent a part of any session for the purpose of receiving instruction elsewhere ; nor shall a pupil leave before the close of the school without the consent of the teacher. No permanent excuse for dismissal shall be granted except by vote of the School Committee.

SECT. 8. Any pupil who shall accidentally injure any school property, whether fences, gates, trees or shrubs, buildings or furniture, shall be liable to pay in full for all the damage done. Any pupil who shall, on any part of the school premises, use or write any profane or indecent language, or shall draw any obscene pictures or representations, or cut, mark, or otherwise intentionally destroy or deface any building, furniture or other school property, shall be punished in proportion to the nature and extent of the offence. Teachers shall give immediate notice to the Superintendent whenever any injuries have been committed or repairs are needed.

SECT. 9. Pupils shall not be permitted to answer the calls of persons at the door, except those of parents, guardians or other persons who may have charge and control of them. Messages approved by the teacher may be sent in to the pupil.

CHAPTER VI.

JANITORS.

SECTION 1. In the performance of their duties, janitors shall be under the control of Principals, subject to the general direction of the Superintendent.

SECT. 2. They shall do all work that may be necessary to keep the buildings, appurtenances thereto, and the grounds in a proper condition throughout the year. This work shall include —

SWEEPING AND DUSTING.

1. Halls, stairways and kindergarten rooms are to be swept every day. School rooms are to be swept and dusted at least three times a week and placed in order in the morning before school.

Dusting not only includes the furniture, but also all railings, sills, mouldings and other projections liable to catch dust.

Auditoriums, gymnasiums and other rooms used occasionally are to be swept and dusted as often as may be necessary. In sweeping, damp saw-dust should be used.

WASHING.

2. Halls, stairways and kindergarten rooms must be washed once a week. School rooms are to be washed once a month or oftener if necessary. The entire building is to be thoroughly washed before the beginning of each term.

Windows shall be washed before the beginning of each term, and ink-wells as often as the Principal shall direct.

The furniture and all painted surfaces shall be cleaned with Sulpho-Napthol, or other authorized antiseptic, and water, once a year, and at other times when directed by the Committee.

All banisters, hand-rails and door-knobs must be cleaned with the above solution once a week. No preparation shall be used on furniture that will damage the finish.

HEATING.

3. Janitors shall regulate the fires so as to obtain a uniform heat of 68 degrees F. during the day. They shall also visit each room at least once an hour to ascertain the

temperature. All fresh air rooms and ducts must be kept perfectly clean and nothing whatever must be stored therein.

Janitors in charge of steam boilers must not be absent from the building more than one-half hour at a time.

Care of Sanitaries and Entrances.

4. The sanitaries must be kept as clean and odorless as possible. The yards, closets and basements must be kept in good order and free from all rubbish whatever.

The entrance to buildings must be kept clean and neat at all times. Immediately after the recess, janitors shall pick up any papers or articles of food that may have accumulated during the recess, also sweep the steps and doorways forming an entrance to the buildings.

Care of Steps and Walks.

5. Steps and walks must be kept clean at all times. Snow must be removed immediately, and during icy weather special care must be taken to prevent accidents.

Sect. 3. Janitors shall take every precaution to avoid accidents from fire, see that no door is locked during school hours, that no smoking occurs on the premises, and that all obscene or obnoxious marks or writings are removed immediately.

Sect. 4. They shall report to the Principal or Superintendent any repairs that may be needed, but shall have no authority to order any repairs to be made, or to contract any bills.

Sect. 5. They shall attend to official errands for the Principal, or the Superintendent, and shall perform such other duties as may be required of them.

Sect. 6. They shall be at the buildings under their charge one hour at least before each session, and shall not

leave the school premises during school hours, without the permission of the Principal or Superintendent.

CHAPTER VII.

DUTIES OF TRUANT OFFICERS.

SECTION 1. The truant officers shall be under the control and direction of the Superintendent, and shall report for service at such times and places as he may designate.

SECT. 2. They shall coöperate with the teachers and Superintendent to secure the regular attendance at the school of all children of school age not otherwise under instruction.

SECT. 3. They shall diligently seek out truants and absentees who have been reported to them, but shall not make a formal complaint against any pupil until after consultation with the Superintendent and the Chairman of the Board.

SECT. 4. They shall, when required, make to the Superintendent detailed reports of their doings upon blanks furnished for the purpose, which reports shall be submitted to the Board.

CHAPTER VIII.

APPEALS.

In all cases arising under these regulations or under any orders of the Board, appeals may be taken from the decision of the teacher to the Superintendent, and from the Superintendent to the Board. The person so appealing to the Board shall state in writing his grievance and the relief desired.

CHAPTER IX.

These regulations shall go into effect September 1, 1904.

LIBRARY OF CONGRESS
0 020 320 259 3